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Revised

CITY OF RIVERSIDE
HUMAN RESOURCES DEPARTMENT
CLASSIFICATION SPECIFICATION

TITLE: SUPERVISING DEPUTY CITY ATTORNEY (NON-CLASSIFIED)

DEFINITION

To supervise and provide a wide range of professional legal services related to municipal government operations; to conduct legal research, prepare opinions, memoranda, administrative rules and regulations and other legal documents; to advise the City Council, City departments, boards, and commissions; to represent the City in a variety of litigation that involves administrative hearings, trial, and appellate work; to provide staff assistance to the City Attorney; to supervise, direct and evaluate Deputy City Attorney, Legal Assistants, and Legal Support Specialist; to perform the duties of the City Attorney in his/her absence; and to perform related duties as assigned.

REPORTS TO: City Attorney

DISTINGUISHING CHARACTERISTICS

This classification is for non-classified supervising attorneys performing supervising and advanced level work. Attorneys in this classification are "at-will" and serve at the pleasure of the City Attorney. Attorneys perform the most difficult and responsible types of duties requiring the frequent use of a high degree of independent judgment.

PAY FOR PERFORMANCE

Attorneys in this classification are advanced in compensation based upon performance, as granted by the City Attorney, and not to exceed 15% annually.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from the City Attorney. Exercises supervision over professional, para-professional, and clerical staff.

EXAMPLES OF DUTIES

Duties may include, but are not limited to, the following:

- Supervise, direct, and evaluate Deputy City Attorneys, Legal Assistants, and Legal Support Specialist.
- Perform legal research and prepare written and oral opinions on various legal problems for the City Council, City departments, and various boards and commissions.
- Confer with, and render assistance to department heads in establishing departmental policies by applying legal points and procedures; recommend changes to policies and procedures in order to meet legal requirements.
- Prepare, draft, and review ordinances, resolutions, contracts, deeds, lease, and other legal documents, agreements, and instruments; offer opinions as to legal acceptability when presented to the City for consideration by an outside agent or agency.
- Investigate claims and complaints against the City and take or recommend appropriate action.
- Assist in or prepare cases for hearings, trials, and other judicial proceedings; represent the City in such proceedings; prosecute misdemeanor violations of City ordinances.
- Prepare and represent the City in litigation.

- Respond to and resolve difficult and sensitive citizen inquiries and complaints
- Review and approve certificates of insurance, off-site improvement agreements, grant deeds, and various other official documents.
- May represent the City Attorney at various City Council, board and commission meetings and in court as needed.
- Perform the duties of the City Attorney in his/her absence.
- Perform related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Legal principles and practices, including civil, criminal, constitutional and administrative law and procedures.
- Methods of legal research.
- Tort law and liability insurance litigation.
- Judicial procedures and rules of evidence.
- Statutes and court decisions relating to civil rights and public labor law.
- Established precedents and sources of legal reference applicable to municipal activities.
- Ordinances, statutes, and court decisions relating to municipal corporations.
- Organization and operating procedures of a municipal law office.
- Personnel evaluation, direction, supervision, and discipline.

Ability to:

- Conduct researches on legal problems and prepare sound legal opinions. Analyze and prepare a wide variety of legal documents. Communicate clearly and concisely, both orally and in writing.
- Apply ordinances, statutes and court decisions relating to municipal organizations.
- Apply organization, duties, powers, limitations and authority of City government, and authority and operating procedures of City Attorney's Office.
- Apply modern and highly complex principles and practices of municipal law.
- Participate in basic trial practice.
- Utilize Westlaw computerized research effectively.
- Supervise, train, and evaluate staff.
- Establish and maintain cooperative relationships with those contacted in the course of work.
- Represent the City in a wide variety of complex judicial and administrative proceedings.
- Analyze and prepare a wide variety of complex legal documents.
- Represent the City at City Council meetings in the absence of the City Attorney.

- Prepare and present complex cases in court.
- Conduct research on complex legal problems and prepare sound legal opinions.
- Represent the City in the more complex matters before administrative or judicial tribunals.
- Analyze a wide variety of complex legal issues.
- Prepare and present complex cases in court.

Experience and Training Guidelines

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience: A range of 5-7 years of responsible professional legal experience in municipal law.

Training: Equivalent to a Juris Doctorate.

License or Certificate:

Active membership in the State Bar of California.

MEDICAL CATEGORY: Group 1

CAREER ADVANCEMENT OPPORTUNITIES

FROM: Supervising Deputy City Attorney

TO: City Attorney